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| CLASSIFICATION TITLE Caltrans Highway Maintenance Leadworker | DISTRICT/DIVISION/OFFICE District 10/680 Stockton Guardrail |
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| WORKING TITLE | POSITION NUMBER 910-680-6285 | EFFECTIVE |
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As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team member and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

General Statement:

Under the supervision of a Caltrans Maintenance Supervisor the Highway Leadworker is responsible for overseeing and working with a maintenance crew engaged in maintaining the maintenance on highways and related facilities. Incumbents must possess a Class B license. Incumbent may be assigned to perform non-leadworker duties as part of their normal assignment. Incumbents work hours usually will be 7:00 AM to 3:30 PM Monday through Friday with Sat./Sun. off. To help the Department with scheduling incumbents may be asked to work alternate work shifts, such as 4/10 or night work.

Typical Duties:

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| Percentage | Job Description |
| Essential (E)/Marginal (M) | |

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| 50%(E) | Plans and schedules work for guardrail crew. Inventory control with respect to vehicles and equipment operated with that crew. Operates equipment listed on the Level of Equipment list. Performs pre-op inspections on a variety of vehicles. Performs the manual tasks associated with the maintenance of state highways and bridges; cleans and clears culverts, ditches and other drain structures of debris; maintains road shoulders, operates manual/power hand tools not limited to shovels, rakes, pitchforks, broom, hand saws, pruning shears, picks, digging bars and litter pickers. Common power tools used could be but not limited to chainsaws, weed eaters, hay blowers and compressors. Acts as a pacesetter on the crew while monitoring safety devices for the work environment. Operates 2-way radios; sets traffic signs and message boards safely to their destinations. Moves a variety of heavy objects that could be equal to 60 pounds such as boxes, bags, bags of litter, limbs and tree parts, concrete bags, pails and tires by either lifting, pulling or pushing, which can be performed by either manually or by machinery. Maintain and repair various types of fences either manually or by machinery. |
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| 25%(E) | Plans and schedules work for crew; provides training with an assortment of tools both manual and power; documents usage of highway materials that is needed for highway maintenance. Performs weekly tailgate safety meetings and addresses crew safety concerns. May be asked to enter daily time keeping on computer; do various other office duties such as but not limited to monthly dump totals; fire extinguisher inspection, etc. |
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| 20%(E) | Performs minor repairs and adjustments to vehicles and other equipment in the field sufficient to keep equipment operational and in good conditions. May use products that could be hazardous or dangerous if not handled properly, such as insecticides, herbicides and toxic liquids, etc. |
| 3%(M) | Places traffic message boards and traffic signs to insure drivers have proper indicators and messages to guide them in driving safely to their destination using appropriate equipment and tools. |
| 2%(M) | Could be asked to perform custodial work duties such as but not limited to sweeping, Emptying trash, cleaning restroom facilities and replenishing supplies, etc. |

Supervision Exercised Over Others

Provides lead direction to a crew of maintenance personnel. May supervise special programs people. May be called upon to act as the crew supervisor in the absence of the Maintenance Supervisor for short periods of time.

Knowledge and Abilities Requirements

Knowledge of procedures, tools and equipment used in construction and maintenance of highways and structures; provisions of the California Vehicle Code as it applies to the operation of motor vehicles; regulations and safety practices pertaining to highway emergency services; emergency first aid; operation and care of highway equipment; materials utilized in highway and structure maintenance; rules and regulations pertaining to snow removal, highway or structures maintenance practices; principles of effective supervision, safety practices and traffic regulations; confined space procedures

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; interpret simple blueprints and sketches; plan and direct the work of others; keep time records and simple cost records of materials, equipment, and expenses; assist in work relating to maintenance of highways and structures; operate and care for construction and maintenance equipment; analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio communication equipment; bank and rock scaling by use of rope climbing techniques.

Skill in operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment

Knowledge and ability to operate computer and electronic systems.

Analytical Requirements

Ability to assist supervisor in preparing workload plan, and analyzing situations accurately and adopting an effective course of action.

Consequence of Error/Responsibility for Decisions

If the proper equipment and method is not used in maintaining the State highways, it could mean rebuilding at great expense to the State and inconvenience to the traveling public. Errors in judgment regarding safety practices and the safe operation of equipment could result in property damage, injuries to our employees and/or to the traveling public.

Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

Public and Internal Contacts

The incumbent may be asked to work with representatives from other public and private Local Agencies as well as all levels of Caltrans Management.

Work Environment

The incumbent may/will be exposed to loud noise; dust; chemicals; extreme weather conditions and great heights. Will be required to work in confined spaces such as drains and pump stations. Will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Drives to and responds to after-hour emergencies.

Physical, Mental and Emotional Requirements

Employee will be required to bend, stoop, climb, kneel, reach, push, pull, sit and stand for long periods of time in various climatic conditions. May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

SPECIAL PHYSICAL CHARACTERISTIC

Normal hearing and visual acuity of not less than 20/40 (with or without glasses).

I have read and understand the duties listed above and can perform them with/without reasonable accommodations. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE**DATE**

I have discussed the duties with and provided a copy of this duty statement to the named above.

SUPERVISOR**DATE**